

Updated 11/18/2019

**Q: If I am salaried and I work more than 40 hours a week, should I record my activities past 40 hours? Additionally, where should overtime hours be recorded?**

**Q: If a social worker works a 10-hour day, and they flex time another day that week, should that flex time be logged under code 004 or just as a shorter day?**

### Employee Time Study Sheet

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**Q: Is performing RFA SAFE Home Studies Title IV-E eligible?**

**Q: Is performing Pre-Approval Training for the applicants of the RFA Approval Process Title IV-E eligible?**

**Q: Once a home is approved, is ongoing training for RFA, Title IV-E eligible?**

A: Yes, this activity is Title IV-E eligible.

**Q: Is completing the annual update of the Resource Family's home for RFA, Title IV-E eligible?**

A: Yes, this activity is Title IV-E eligible.

# PROVIDER TIME STUDY

## FAQ

Updated 11/18/2019

### LUNCH AND BREAKS

**Q: Which time study code do we record lunch and breaks to?**

A: Lunch: Social workers will not record lunch hours for the purpose of this time study project. Breaks: Breaks should be recorded to the *last activity* the social worker was performing *before* going on break. Ex: If an FFA social worker was performing case management activities prior to going on a 15-minute break, the social worker would record that break to TSC 1.

### WHO SHOULD TIME STUDY?

**Q: Is this FFA time study project only for staff with the title “Social Worker” or do Mental Health Rehabilitation Specialists and Case Managers also time study?**

A: Only non-supervising, case-carrying social workers should participate in the time study.

**Q: I am a supervising social worker, do I participate in the time study?**

A: No. Only non-supervising, case-carrying social workers should participate in the time study.

**Q: Should placement workers participate in the time study?**

A: No. Only non-supervising, case-carrying social workers should participate in the time study.

### OTHER

**Q: Is updating/documenting the needs and services plan, Title IV-E eligible?**

A: Yes, this activity is Title IV-E eligible.

**Q: Are case management activities performed by a FFA social worker distinct and separate from those performed by a county social worker?**

A: Yes, the activities performed by a FFA social worker that are in furtherance of the child/youth’s case plan are separate and distinct from a county social worker’s, and therefore, should be time studied.

**Q: Is taking referrals from county social workers and searching/matching children and youth with homes Title IV-E Eligible?**

A: Yes, this activity is Title IV-E eligible.

**Q: Is consulting with school staff, therapists, and/or behavioral specialists Title IV-E eligible?**

A: If consultation is related to case management it is a Title IV-E eligible activity.

**Q: Should we time study travel time?**

A: Travel time associated with Title IV-E eligible activities, such as those in TSC 001, is a Title IV-E eligible activity.

# PROVIDER TIME STUDY

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## FAQ

**Q: Is documenting progress notes eligible for Title IV-E?**

A: Time spent recording progress notes for Medi-Cal funded mental health services or the provision of social services are not Title IV-E eligible. However, progress notes that are not billable to Medi-Cal and are unrelated to Medi-Cal or other social services that the social worker records as part of case management would be Title IV-E eligible.

**Q: My FFA is required by contract to complete, update, and submit Quarterly Reports to placing counties on the progress of children/youth in our FFA, is work on these quarterly reports Title IV-E eligible?**

A: Yes, this activity is Title IV-E eligible.

**Q: Is updating a child/youth's needs & services plan Title IV-E eligible?**

A: Yes, this activity is Title IV-E eligible.

**Q: Who may use TSC 003?**

A: TSC 003 should be used by FFA, GH and STRTP social workers to record non-Title IV-E eligible activities.

**Q: Is contacting a County Welfare Department to inform them that our facility has available family placements Title IV-E eligible?**

A: Yes, this activity is Title IV-E eligible.

**Q: Is monitoring visits and providing transportation to clients Title IV-E eligible?**

A: Although FFA, GH, and STRTP social workers may not be required by their facility to provide supervision or transportation, if a social worker performs these activities they should be recorded as Title IV-E eligible activities.

**Q: What are examples of case management activities?**

A: Case management activities include: Assessing the child's/family's needs, developing the case plan, monitoring progress in achieving case plan objectives, ensuring that all services specified in the case plan are provided.

**Q: Are home visits Title IV-E eligible?**

A: Yes, this activity is Title IV-E eligible.

## TIME STUDY PROCESS

**Q: How will social workers receive the time study workbook?**

A: Time study workbooks will be sent to facility administrators to save on a shared site where all social workers can access their time study tab.

**Q: If the activities performed do not fit within a 15-minute increment, for instance 38 minutes rather than 30 or 45 minutes, should time be rounded up or down?**

A: Time should be rounded to the nearest fifteen-minute increment. For example, if an activity takes 18 minutes to perform, the activity should be recorded as fifteen minutes. If an activity takes 55 minutes to perform, the activity should be recorded as one hour.